## **Dodge County Secure E-mail system**

Dodge County will be encrypting e-mail outbound for messages that meet the HIPAA mandate and Wisconsin Act 138 (Personal Information Disclosure Law). The system looks at all outbound e-mails for EPHI or personal content (ie social security numbers) and encrypts those messages. E-mail not matching this criteria will be sent on as normal e-mails. Depending on the recipients e-mail system, the deciphering of the message may be automatic or may need to be manually decrypted. Below is instructions on what the recipient needs to do. This is a one time registration. *Please make note -- remember the password you create when you register*.

1. When the recipient opens the e-mail, it will look like this. We recommend the download option due to the diverse ways the view function could work.



2. After one clicks on the download link (securedoc.html) at the bottom of the page, you will be prompted to either save to disk or open the file (usually your browser is the default). We recommend just "open" with the browser.

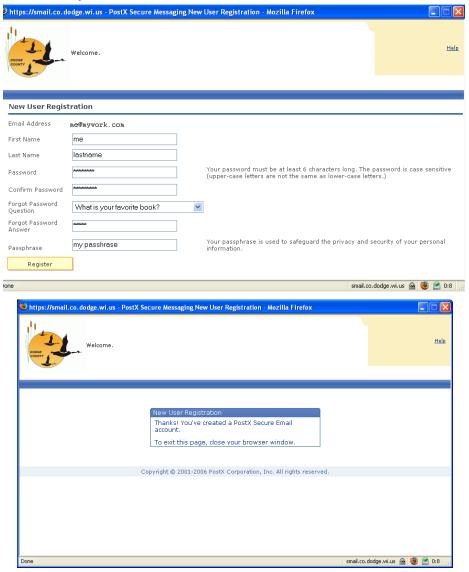




3. It will display "contacting server". It may take a minute before it makes the connection. An envelope will appear.



4. The recipient will now have to click on the register button. Enter all fields. After you click on the register button, you will receive a confirmation. Close the window.



5. Now the original envelope screen should give you a field to enter your password (created on the registration page). After you enter your password, click on the open button. You should now see the message. Please make note -- remember the password you create when you register.

\*\*Note – We have found that using the link in the lower right hand corner "Open Online" may give better results than clicking on the Open button.





Reply

From: jdoe@noname.com
To: me@mywork.com
Date: Wed,17 Jan 2007 10:39:11-0600
Subject: text file you
Attachments: image001.gif

6. The recipient can now print (using the browser print) or reply to this message.

## \*\*\*If you encounter problems\*\*\*

If you can not open the documents that were sent to you, please contact the Dodge County Help Desk at <a href="mailto:dhelp@co.dodge.wi.us">dhelp@co.dodge.wi.us</a> or at (920)386-3889

If your organization has a secure gateway that utilizes SMIME or OPENPGP, please contact us to exchange certificates.